

COMMISSION MEETING MINUTES
January 12, 2016

The Board of Davis County Commissioners met in room 303 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah on January 12, 2016 at 10:00 am. Members present were Commissioner P. Bret Millburn - Chair, Commissioner John Petroff, Commissioner Jim Smith, Clerk/Auditor Curtis Koch, Chief Deputy Civil County Attorney Neal Geddes and Deputy Clerk/Auditor Shauna Brady.

Meeting Agenda as posted:

Meeting
Agenda as
posted

PUBLIC NOTICE is hereby given that the Board of Davis County Commissioners, Farmington, Utah, will hold a Commission Meeting at the Davis County Administration Building, 61 South Main Street, Room 303, Farmington, Utah, commencing at **10:00 a.m. on January 12, 2016.**

OPENING

Pledge of Allegiance – By Invitation

RECOGNITIONS, PRESENTATIONS AND INFORMATIONAL ITEMS

Public Notice of Special Meeting – Commissioners will attend Woods Cross City Council Meeting
Tuesday, January 19 at 6:30 pm

BUSINESS/ACTION

Dave Hansen, Davis County Legacy Events Center Director, presenting:

Summary of contracts for rental space at the Legacy Events Center (receivables)

Justen Smith, USU Extension Services Director, presenting:

Agreement with Utah State University Cooperative Extension – Extension Services, Farmers Market and 4-H Donated Meat Program (payable)

Barry Burton, Davis County Planning Director, presenting:

Request appointment of Megan Quilter to the Davis County Arts Advisory Committee (n/a)

Jeff Oyler, Davis County Senior Planner, presenting:

Request reappointment of Lowell Mielke to the Davis County Planning Commission (n/a)

Neka Roundy, Davis County Economic Development Specialist, presenting:

Agreement with Ozarklake Copper Garden Art – host 2 vendor booths at Great Salt Lake Bird Festival (receivable)

Mack McDonald, Davis County Facilities Director, presenting:

Agreement with Keystone Group, LLC, dba Vanguard Cleaning Systems of Utah – custodial services (payable)

Curtis Koch, Davis County Clerk/Auditor, presenting:

Agreement with James B. Ivie to serve as a Board of Equalization Hearing Officer (payable)
Agreement with Randy Kelly to serve as a Board of Equalization Hearing Officer (payable)
Request approval of Financial Policy No. 210 allocating expenses for internal service funds (n/a)

Commissioner Petroff presenting:

Resolution approving the appointment of Commissioner Bret Millburn to the South Davis Metro Fire Agency
Board of Trustees

BOARD OF EQUALIZATION

Request approval of the Property Tax Register

CONSENT ITEMS

Check Registers

COMMISSIONER COMMENTS

PUBLIC COMMENTS (3 Minutes per Person)

Curtis Koch, Davis County Clerk/Auditor, led the Pledge of Allegiance. All in attendance were invited to stand and join in.

Public Notice
of Special
Meeting

Notice was given that the Commissioners will be attending the Woods Cross City Council Meeting on Tuesday, January 19 at 6:30 p.m. located at 1555 South 800 West in Woods Cross. This is their opportunity to engage with the city council and members of the general public who attend to have an informal discussion on what is going on at the county and city levels.

Summary of
contracts
#2016-24

Dave Hansen, Davis County Legacy Events Center Director, presented summary list #2016-24 of contracted events at the Davis County Legacy Events Center. This summary includes contracts initiated in December 2015.

RENTER	DATE		PURPOSE	\$ AMOUNT
Davis County Sheriff's Association	December 17, 2015	Bldg. 2	Lunch Party	\$540.00
Gone to the Dogs Obedience Club	July 16-17, 2016	Bldg. 3	Dog Show	\$414.00
Gone to the Dogs Obedience Club	November 19-20, 2016	Bldg. 3	Dog Show	\$414.00
Intermountain Kennel Club	February 7, 2016	Bldg. 2	Dog Show	\$315.00
Mandolin Martini	December 21 - January 6, 2016	Bldg. 2	Soccer	\$217.00
National Rifle Foundation Dinner	April 8, 2016	Legacy Center	Dinner and Raffle	\$675.00
Wasatch Olympus Boys U11	December 23 & 29, 2015	Legacy Center	Soccer	\$110.00

Commissioner Smith made a motion to approve. Commissioner Millburn seconded the motion. All voted aye. The documents are on file in the office of the Davis County Clerk/Auditor.

Amendment
#2003-187M to
include 2016
budget

Justen Smith, USU Extension Services Director, presented amendment #2003-187M to include the 2016 operating budget funded by the County. Justen said it is called the Co-operative Extension Federal State and County Partnership and has been in Davis County for 103 years. Justen confirmed this is for the same amount as 2015. The payable contract amount is \$206,605.00 with a cash in-kind contribution of \$88,679.56. The contract period is January 1 through December 31, 2016.

Commissioner Smith made a motion to approve. Commissioner Millburn seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Barry Burton, Davis County Planning Director, presented the following:

Request to
appoint Megan
Quilter to the
Davis County
Arts Advisory
Committee

Request to appoint Megan Quilter, Davis County Tourism Services Coordinator, to the Davis County Arts Advisory Committee. Megan was present with Barry at the podium. Barry explained as the committee considered their needs and what a new member can contribute, they realized there is a desperate need for someone that can do some Public Relations work. He said he didn't have to look too far to find Megan, as she works in the Davis County Tourism Office. Her term will run through December 31, 2018. Commissioners Smith and Millburn agreed that Megan will bring a fresh, young perspective to the Arts Advisory Committee.

Commissioner Petroff recognized Chris Sanford, Davis County Library Director, in attendance, for her service on the Davis County Arts Advisory Committee. Chris' term just ended on December 31st. He thanked Chris for her many years of service and applauded the beautiful art on display in the County buildings as a result of the Committee. He also thanked Barry for keeping the art displays fresh and appealing. Commissioner Millburn pointed out how much it is missed when the art is changed out and the walls are bare. Barry said, "The whole point of having an art committee is to promote the arts and the positive effects it has on us in our everyday lives."

Commissioner Smith made a motion to approve. Commissioner Millburn seconded the motion. All voted aye.

Request to
appoint Lowell
Mielke to the
Davis County
Planning
Commission

Request to reappoint Lowell Mielke to the Davis County Planning Commission. Lowell's current appointment was scheduled to terminate on June 30, 2015; however, Barry said members serve until they are replaced. Lowell's reappointment will be July 1, 2015 through June 30, 2020. Lowell is a former banker and planning commissioner for West Point City.

Commissioner Millburn made a motion to approve. Commissioner Smith seconded the motion. All voted aye.

Neka Roundy, Davis County Economic Development Specialist, with regard to the Davis County Arts Committee, stated she hopes they will take the opportunity to create a Freedom Shrine displaying our country's important documents. Commissioner Millburn assured Neka that it is being considered pending a decision on the best place to put it.

Agreement #2016-25 with Ozarklake Copper Garden Art for vendor booths at Great Salt Lake Bird Festival

Neka presented agreement #2016-25 with Ozarklake Copper Garden Art to host 2 vendor booths at the Great Salt Lake Bird Festival. She shared pictures of their artwork with the commissioners. Commissioner Millburn expressed appreciation for the amazing creativity and artistic talent that is out there. The receivable contract amount is \$150.00. The Festival runs May 12-16, 2016. The contract period for vendors is May 13-14, 2016.

Commissioner Millburn made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2015-603 with Vanguard Cleaning Systems for custodial services

Mack McDonald, Davis County Facilities Director, presented agreement #2015-603 with Keystone Group, LLC, dba Vanguard Cleaning Systems of Utah for custodial services. The payable contract amount is \$274,394.00/year. Mack noted that \$12,614.00 of this contract also goes toward cleaning windows. Typically, our custodians are responsible for cleaning first floor windows throughout the buildings. This goes beyond that. We currently spend well over \$12,000.00 each year for outside companies to clean higher windows. As a result of regular attrition and terminations, Facilities was unable to provide full custodial services. Therefore, the contract period began January 1, 2016 and will run through December 31, 2019. Mack said it is anticipated that this contract will save the County about \$500,000.00 over the next 3 years. Commissioner Smith asked if any of our existing staff members have been hired by Vanguard. Mack said he provided a list of those he highly recommends, but has not seen that any have been hired as yet. Commissioner Millburn said that is a substantial savings that will greatly benefit the County and the taxpayers and applauds those who brought this about. He asked Mack to express appreciation to the existing staff members. It is hard to make changes that affect lives.

Commissioner Millburn made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Curtis Koch, Davis County Clerk/Auditor, presented the following:

Agreement #2016-26 with James B Ivie to serve as BOE Hearing Officer

Agreement #2016-26 with James B. Ivie to serve as a Board of Equalization Hearing Officer. The payable contract amount is \$45.00/hour (service dependent). The contract period is January 1, 2016 through December 31, 2016.

Commissioner Millburn made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2016-27 with Randy Kelly to serve as BOE Hearing Officer

Agreement #2016-27 with Randy Kelly to serve as a Board of Equalization Hearing Officer. The payable contract amount is \$60.00/hour (service dependent). The contract period is January 1, 2016 through December 31, 2016.

Commissioner Millburn made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Approve Financial Policy #210 allocating expenses for internal service funds

Heidi Voordeckers, Davis County Chief Deputy, Clerk/Auditor, presented request for approval of Financial Policy No. 210 allocating expenses for internal service funds. Heidi worked with Chris Sanford and Mack McDonald to create this. She explained the County has 3 internal service funds – insurance, telephone and IS-type services, and Facilities. As we looked at the practices that we’ve used over the years, budgetary, we recognized we need to establish a policy for how those funds are distributed to different departments. We wanted to define what responsibilities fall where, how reporting and tracking was going to work, budgetary approvals, bids and proposals, and things that haven’t been clearly established in the past. We have picked up the bulk of the intent there, particularly when there is an outside governing body that has some budgetary oversight and allowing for review at that level. The piece related to the Clerk/Auditor’s office is fund balances. She said we really wanted to establish some policies on how much money we should be putting into

	<p>these funds and what should happen to unspent monies. We went through a process this year where they credited some of that back. Commissioner Smith said this will increase efficiency in handling the internal funds. Commissioner Millburn expressed appreciation for moving this direction.</p> <p>Commissioner Smith made a motion to approve. Commissioner Millburn seconded the motion. All voted aye.</p>
<p>Resolution #2016-28 approving appointment of Commissioner Millburn to SDMFA Board of Trustees</p>	<p>Commissioner Petroff presented Resolution #2016-28 approving the appointment of Commissioner Bret Millburn to the South Davis Metro Fire Agency Board of Trustees. Commissioner Millburn has served on this Board for 9 years. He explained the Agency has recently gone through approved changes in its status as an agency funded by member entities to a taxing entity.</p> <p>Commissioner Smith made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the Davis County Clerk/Auditor’s Office.</p> <p>Commissioner Millburn made a motion to convene as the Board of Equalization. Commissioner Smith seconded the motion. All voted aye.</p>
<p>Property Tax Registers approved</p>	<p>Curtis Koch presented for approval 8 abatement corrections and 1 small dollar write-off.</p> <p>Commissioner Millburn made a motion to approve. Commissioner Smith seconded the motion. All voted aye.</p>
<p>Reconvene Commission Meeting</p>	<p>Commissioner Millburn made a motion to reconvene Commission Meeting. Commissioner Smith seconded the motion. All voted aye.</p>
<p>Check Registers approved</p>	<p>Check registers as prepared by the Davis County Clerk/Auditor’s Office were approved with a motion by Commissioner Millburn. Commissioner Smith seconded the motion. All voted aye. The documents are on file in the Davis County Clerk/Auditor’s Office.</p>
<p>Commissioner Comments</p>	<p>Commissioner Smith expressed appreciation to the administrative staff for having cough drops available for him at the meeting.</p> <p>Neal Geddes welcomed back “Chief Hollywood Fielding” (Chief Deputy Kevin Fielding) from his recent filming back east. He will be featured in a show on the Discovery network that reviews “cold cases”. It involves a case that he worked on back in 1995. It was a homicide of a young girl from Ogden that occurred in June of 1972. Chief Deputy Fielding humbly denied knowing when the film will be aired.</p> <p>No public comments.</p> <p>Meeting Adjourned.</p>
	<div> <div>_____</div> <div>Clerk/Auditor</div> </div> <div> <div>_____</div> <div>Chair</div> </div>